

Basket Raffle

Role Description

The Raffle Baskets Lead is responsible for oversight of all acquisition, arrangement, storage, management, delivery, set up and sales activities of Raffle Baskets.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for Raffle Basket activities.
- Determine and engage the number of committee members needed.
- Determine storage requirements and ensure storage is obtained.
- Attend Pre-show meetings as requested.
- Set meetings for your own committees as necessary.
- Work with the Staffing Lead to ensure sales table coverage for all show hours.
- Submit financial requests to the Quilt Show Treasurer for payment.
- Starting about 18 months before the show, solicit basket items.
- Develop desired themes for the baskets.
- Request basket and basket content donations from members.
- Identify intake spot and have labeled bins at the Guild meetings and Fun Days.
- Develop contact list of local vendors that may contribute.
- Contact vendors and individuals for donations.
- As donations are promised, ensure follow-up, collect the items, maintain a list of prizes and donors and send written thank you's to donors.
- Oversee organization, packaging and decoration of baskets.
- Process materials as they are obtained, as applicable
- Communicate Raffle Basket Committee needs and accomplishments to the Guild at the monthly meetings.
- Identify Raffle Basket space requirements at the Show and design layout in coordination with the Layout Lead.
- Set ticket price in conjunction with the Quilt Show committee.
- Retrieve Baskets from storage and check for needed supplies.
- Assure you have sufficient signage and work with Interior Sign Lead if others are needed.
- Make arrangements to sort, fill and decorate the baskets for the drawing.
- Create a list of items in each basket for posting near it.
- Arrange for storage of completed baskets and transportation to the show.

During the Show

- Provide oversight of activities related to Raffle Basket including ticket sales and sales tracking.
- Provide guidance to Raffle Basket staff members and assist in issue resolution as needed.

- Ensure Raffle Basket area is appropriately staffed during the show to ensure security and effective working area for customers and processing sales.
- Coordinate with Facility Coordinator and/or Quilt Show Chair to announce or display winners at end of show.
- Follow the cash control routines as provided by the Treasurer.
- Provide oversight of the process for the claiming of Raffle Baskets at the end of the show.
- Set a time for ticket sales cut off and winners drawing.
- Arrange for any baskets not picked up to be brought to the next Guild meeting.
- Report final sales to Chair and Treasurer.

After the Show

- Attend Post Show Review Meeting.
- Document what worked well as well as opportunities for improvements.
- Submit income and itemized expense report to Quilt Show Treasurer at final show meeting.
- Submit any final financial reimbursement requests to the Quilt Show Treasurer for payment.

Supplies Needed:

- 25-35 baskets (Income is not based on number of baskets, but rather on price per chance.)
- The same number of Ivy bowls to place in front of the baskets to hold the tickets.
- The same number of small photo frames to hold list of basket contents.
- Signage:
 - Raffle baskets
 - Ticket price
- Tickets for drawing
- Cellophane to wrap the baskets
- Ribbon to tie the baskets
- Sheets to record Names, ticket numbers and contact info
- Cash box supplied by cash control